

Read:OutLoud® Bookshare Edition

User Guide

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To use this guide, click a topic in the Contents to get help. To return to the Contents, click the Back arrow on the toolbar.

To do a quick keyword search: (Windows) In the Edit menu, select Find on this Page (entire guide) or press Ctrl F. (Macintosh) In the Edit menu, select Find, Find (again) or press Cmd F.

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What is Read:OutLoud Bookshare Edition?

Read:OutLoud Bookshare Edition is a text reader that allows you to hear your Bookshare books read aloud. It also provides additional supports to strengthen your reading comprehension skills.

Use Read:OutLoud Bookshare Edition to:

- Read books from Bookshare
- Create an outline
- Create notes
- Look for information on the Internet
- Create and add to your Bibliography

Many of the procedures in this guide ask you to click buttons on the Advanced Toolbar. To change from the Simple Toolbar to the Advanced Toolbar, in the **View** menu, select **Simple/Advanced Toolbar**.

If you change from the Simple Toolbar to the Advanced Toolbar, it is a good idea to switch from the Large Toolbar to the Small Toolbar (in the **View** menu, select **Small/Large**). This allows you to see all of the toolbar icons on one row.

How to Use Read:OutLoud Bookshare Edition

Before you open a book from Read:OutLoud Bookshare.org, you need to know where it is saved on your computer.

- If you are logged into Read:OutLoud Bookshare Edition when you download a book, the book is saved in these folders: DonJohnston\SOLO\Content\Text_Books.
- If you are NOT logged into Read:OutLoud Bookshare Edition when you download a book, the book is saved in your My Documents folder.

Where Do I Start?

- If you already have a book downloaded on your computer, you can open the book by following the procedure in **Open a Book That is on Your Computer**.
- If you don't have a book on your computer, see **Download a Book from Bookshare.org** first.

Open a Book That is on Your Computer

1. On your Desktop, double-click the **Read:OutLoud Bookshare Edition** icon.
2. In the **Insert** menu, select **Add eText**. The Add eText Book window appears.
3. Select the file you want to open and click **Open**.

Download a Book from Bookshare.org

1. On your Desktop, double-click the **Read:OutLoud Bookshare Edition** icon.
2. Log in to Bookshare.org and search for the book that you want.
3. Click **DAISY** to download the book in DAISY format.
4. Enter your password.

PASSWORD NOTE: If you are downloading a book that has a copyright, you need to enter the password supplied to you by Bookshare. You have only **ONE CHANCE** to enter the password correctly. If you are downloading a book that does not have a copyright, leave the password field blank.

5. Close the Download dialog.

The book appears in the Read:OutLoud Bookshare Edition eText panel.

NOTE: If you have packed books from the Bookshare site, you can still use the old Unpack tool to unpack them. They should open successfully with Read:OutLoud Bookshare Version when they are unpacked; or you can download them again and take advantage of the easier Zip format.

Use Speech

Read the Entire Book

- Click **Speak** on the toolbar. When you want to stop reading, click **Speak** on the toolbar again.

Read a Selection of Words

- Highlight a selection of words you want read and click **Speak** on the toolbar.

Read the Next Word

- Press the **Right Arrow** key on your keyboard. This is independent of the **Speak** button.

Hear Locked Text

- Place your cursor in the Locked Text and click **Speak** on the toolbar.

NOTE: If you don't see Locked Text in your outline and you know it's there, select the **View** menu and click **Show/Hide Locked Text**.

Hear a Note Read Aloud

- Place your cursor on the note and click **Speak** on the toolbar
OR
Double-click the note you want to hear and click the **Speak** button on the Notes toolbar.

Hear a Subtopic Read Aloud

As you are creating your outline, you might want to hear a subtopic read aloud to make sure it sounds the way you think it should.

- Place your cursor on the subtopic and click the **Speak** button on the toolbar.

Hear What a Toolbar Button Does

- Place your mouse pointer over the button.

NOTE: If you don't hear anything, select the **Speech** menu and make sure that **Speak Toolbar and Dialog Boxes** is checked.

Speech in the Bibliographer

1. Highlight the Bibliography entry you want read aloud.
2. Click **Speak** on the **Bibliographer** toolbar.

Choose an eBook Style (CSS and Playback Hints)

You can accommodate various needs by choosing how your learners will see their book. Since screen colors and font sizes play an important role in helping learners be successful readers, Read:OutLoud Bookshare Edition offers many display styles.

Choose one of the following styles in the **eBook Style** drop-down list:

- daisy
- Binder
- Black Text on White
- Black Text on Tan
- Black Text on White Justified
- Blossom
- Chicago

- default (the default formatting for the book on first opening)
- Elementary Font
- greenpages
- Large Black Text on White
- Large White Text on Black
- Large Yellow Text on Black
- Leaf
- Light Text on Dark Gray
- Lights Out
- night
- Old Book
- seuss
- Stars
- Text Zoom
- Urban
- White Text on Dark Gray
- X Large Text on White
- XX Large Text on White

NOTE: The eBook Style, Black Text on Tan includes many research proven display features that are helpful for students with learning disabilities.

When you open a book that uses a style other than the options in the **eBook Style** drop-down list, the program saves it as a selection in the list box. This allows you to select that style at any time.

If you prefer to use an eBook Style other than the ones listed above, copy your style sheet into the following folders:

C:\Program Files\Bookshare\Text_Books

All style sheet files in these folders are available to you in the **eBook Style** drop-down list.

NOTE: Teachers can also change this setting by selecting an option in Teacher Central in the Student Preferences screen. The options listed above are in the **CSS and Playback Hints** drop-down list.

Create an Outline

The outline helps you to organize information in your work. As you read and think about your topic, your outline is where you organize the information you find and add notes.

About Subtopics

To help you see how your ideas are organized, each subtopic has its own color. In the outline view, you can tell what level your subtopic is by looking at the colored box in front of your text. In the map view, each subtopic is shown in a box with a colored box in front to indicate the topic level.

- A green box is the highest level and shows that the topic level is a main idea.
- A yellow box is the second level and shows that the topic level is an idea that supports a main idea.
- A red box is the third level and shows that the topic level contains detail that supports a yellow topic level.

Create an Outline Subtopic

Create subtopics in your outline to gather and organize different categories of information.

To create the first subtopic in your outline

In your book, highlight the text you want to use as the subtopic in your outline and click the **Green Highlighter** in the toolbar.

OR

To create a blank subtopic, click **My Topic** in the outline and then click **New Subtopic** on the toolbar. Click your new subtopic and start typing.

To create a subtopic in an outline that already contains one or more subtopics

1. In the outline panel, click the subtopic below which you want to add a new subtopic.
2. In your book, highlight the text you want to use as the subtopic in your outline
3. Click the **Green** or **Yellow Highlighter** for the level of topic you want to create. The highlighted text is copied to the outline panel on the right. The text is placed in quotation marks to remind you that it is copied from your book.

OR

To create a blank subtopic, click **New Subtopic** on the toolbar. Click your new subtopic and start typing.

NOTE: You can also add a red level subtopic under a yellow subtopic. To add a red subtopic, select a yellow subtopic in your outline, highlight the text for your red level subtopic in your book and select **Red Highlighter** in the **Outline** menu.

Delete an Outline Subtopic

You can delete an outline subtopic in either the outline panel or the eText panel. When you delete a subtopic from the outline panel, the subtopic highlighting is also removed from the eText panel. When you delete from the eText panel, the topic is also deleted from the outline panel.

Delete a Subtopic from the Outline Panel

1. In the outline panel on the right, click the colored box next to the subtopic you want to remove.

2. In the **Edit** menu, select **Clear**. A message appears asking you if you are sure you want to delete the selected subtopic.
3. Click **Yes**. The subtopic is deleted.

NOTE: You can also delete a subtopic by selecting the subtopic first and then clicking **Cut** on the toolbar or selecting **Cut** from the **Edit** menu. If you do either of these, you will not get a message confirming that the subtopic will be deleted.

Delete a Subtopic From the eText Panel

If you want to remove your outline topic directly in the eText panel, use the **Highlight Eraser** icon on the toolbar.

NOTE: Any notes or subtopics attached to a deleted subtopic will also be deleted.

Change Subtopic Text

1. In your outline, click to select the subtopic you want to change. The text that is in the subtopic is highlighted and shown in the eText document panel.
2. In the eText tab, highlight the new text you want to place in the selected subtopic.
3. On the Advanced toolbar, click **ReHighlight**
OR
In the **Outline** menu, select **ReHighlight**. The highlighted text is placed into the selected subtopic.

NOTE: You can also change subtopic text by highlighting the text and typing your own text. The new text replaces the text you highlighted.

Add More Text to an Outline Subtopic

1. In the Outline panel on the right, select the subtopic where you want to add text.
2. In the subtopic, place the cursor where you want to add text.
3. Begin typing the new text.

NOTE: If there is text to the right of the cursor, the text moves to the right to make room for the new text. If there is no text to the right of the cursor, the new text is added at the end.

Change a Subtopic Level

1. In the outline panel on the right, select a subtopic.
2. To indent the topic level, click **Indent** on the toolbar
OR
To outdent the topic level, click **Outdent** on the toolbar.

The topic moves and the colored box changes to show its level.

Move a Subtopic Up or Down

1. In the outline panel on the right, select a subtopic.
2. In the **Outline** menu, click **Move Down** to move a subtopic down
OR
In the **Outline** menu, click **Move Up** to move a subtopic up.

The subtopic moves, along with any subtopics and/or notes that are attached to it. The level of the subtopic does not change.

Move Outline Subtopic Using Drag and Drop

1. In the outline panel on the right, select a subtopic by pressing and holding the mouse over the colored box.
2. Drag the subtopic to the place you want it. A colored line appears in your outline. This line shows you the topic level and location where the topic will be placed when you drop it.
3. When the line is placed at the level to which you want to move the subtopic, release the mouse button. Your subtopic is placed in the new location and topic level.

NOTE: Any subtopics and/or notes attached to the subtopic you move will be moved with that subtopic.

Change Outline Text Size

1. In the **Text** menu, select **Font**. The Font window opens. The size of your outline appears in the **Size** field.
2. If you want to make your outline larger, click a number that is higher than the number in the **Size** field
OR
If you want to make your outline smaller, click a number that is lower than the number in the **Size** field.
3. Click **OK**. The size of your outline changes.

Print Your Work

Print Preview

1. In the **File** menu, select **Print Preview**. The first page of your outline printout appears.
2. When you have finished looking at the print preview, click **Cancel** in the Print Preview window to close the window.

NOTE: If your document is more than one page, you can look at all of the pages before sending the document to the printer or closing the window. To see the next page, click **Next**. To see the previous page, click **Previous Page**.

Print

You can print your eText document(s), your outline and notes, your Bibliographer, Locked Text, and/or the header/footer.

Print using Print One

- On the toolbar, click **Print One**
OR
In the **File** menu, select **Print One**. The items that are selected in the Print Options window will print.

Print using the Print command

1. In the **File** menu, select **Print**.
2. Place a check in the check boxes to select the items you want to print.
3. Click **Print**. Your selected items print.

NOTE: If you chose to print **Text** and your book is more than 30 pages, you will see a message saying you are about to print a large book that exceeds 30 pages. If you want to continue, click **Print**. In the Print window, you can select the number of pages to print in the **Pages** field (e.g., to print up to page 10, type **1-10** in the field). If you change your mind and do not want to print your text, click **Cancel**.

Print your map

1. In the **View** menu, select **Map View**
OR
On the Advanced toolbar, click **Map View**.

NOTE: To display the Advanced toolbar, select **Simple/Advanced Toolbar** in the **View** menu. Then, select **Small/Large Toolbar** in the **View** menu to see all the icons on the toolbar.

2. Click **Print**.

See Locked Text

If your teacher gave you an assignment in Read:OutLoud Bookshare Edition, your teacher may have added Locked Text to give you directions and/or help with your reading and writing. You can show or hide this Locked Text on your screen.

- In the **View** menu, select **Show/Hide Locked Text**. The Locked Text on your screen will appear or disappear from view.

Use the Slide Bar

A slide bar is the dividing line between two panels. Each screen with two panels contains a slide bar. You can show more of one panel and hide more of the other panel by moving the slide bar to the left or right.

1. On the toolbar, click **Slide Bar** to move the slide bar to the right
OR
In the **View** menu, select **Slide Bar**
OR
Move your cursor over the slide bar. The cursor changes to look like an arrow pointing left and right.
2. To move the slide bar left or right, click and hold the mouse button down anywhere on the slide bar.
3. Drag the slide bar to the left or right to change the size of the panels. Release the mouse button when the panels are the size you want.

Create and Work with Notes

Create a Note

Create a note to add more detailed information to the topics in your outline.

You can create your notes in two different ways. One way to create a note is to copy information from one of your eText documents and paste it into a note. Another way to create a note is to type your own text.

1. Select the subtopic for the note you want to create. If you are not sure where to put your note, select **Unassigned Notes** instead of a subtopic.
2. On the toolbar, click **New Note**. The Notes window opens.
3. Type your note
OR
Copy text from one of your eText documents and paste it into your note.
4. Click **OK** to save your note. Your note appears below the subtopic you attached it to.

NOTE: Notes have a **Note** icon in front of them to help you find them in the outline panel. In the outline, you see only the first few words of each note. When you want to see the entire note, click the **Note** icon next to the note you want to see.

NOTE: When you are creating notes for your work, you may not be sure which subtopic to attach a note to. Put this kind of information into an **Unassigned Note**. Later, when you decide where the information belongs, move the note to the subtopic you want to attach it to.

Delete a Note

1. In the outline panel, select the note you want to remove.
2. Press the **Delete** key. A message appears asking if you are sure you want to delete the note.
3. Click **OK**.

Move a Note within a Subtopic

1. In the outline panel, click the note you want to move up or down.
2. In the **Outline** menu, select **Move Up** or **Move Down** as many times as needed to move the note to where you want it.

Move a Note from One Subtopic to Another using Cut and Paste

1. In the outline panel, click to select the note you want to move to a different subtopic.
2. In the **Edit** menu, select **Cut**.
3. In the outline panel, click to select the subtopic you want to move your note to.
4. In the **Edit** menu, select **Paste**.

Move a Note from One Subtopic to Another using Drag and Drop

1. In the outline panel, click and hold the mouse button down on the note you want to move. The note is highlighted to show you that it is selected.
2. Drag the note to the subtopic you want to move it to.
3. Let go of the mouse button.

Link a Note to a Reference

It is important for readers to know where the information in their document came from. You can link a note to a bibliography reference right from the outline panel.

1. Select a note in the outline panel.
2. Click **Bibliographer**. A message appears asking if you want to use an existing reference.

To create a reference to link your note to

- a. Click **No**. The Bibliographer dialog opens. The note you selected is highlighted in the notes panel on the left side of the Bibliographer window.
- b. Create a reference for your note using the Bibliographer Wizard or Bibliography examples.
- c. On the toolbar, click **Link**. Your cursor changes to a **Chain Link** icon.
- d. Place the **Chain Link** icon over the note you want to link to your new reference. Click to select the note.
- e. Place the **Chain Link** icon over the reference you want to attach your note to. Click to link your note and reference. A **Chain Link** icon appears next to the note you just linked, and a **Chain Link** icon appears next to the reference you linked it to.

- f. Click **OK** to save your changes and return to the main window. The note in the notes panel on the right displays a **Chain Link** icon showing that you have linked a bibliography reference to the note.

To link your note to an existing reference

- a. Click **Yes**. The Bibliographer dialog opens. The note you selected is highlighted in the notes panel on the left side of the Bibliographer window. Your cursor changes to a **Chain Link** icon.
- b. Place the **Chain Link** icon over the reference you want to attach your note to. Click to link your note and reference. A **Chain Link** icon appears next to the note you just linked, and a **Chain Link** icon appears next to the reference you linked it to.
- c. Click **OK** to save your changes. The note in the outline panel displays a **Chain Link** icon showing that you have linked a bibliography reference to the note.

Get Around in Your Work

You can see your book in the eText panel on the left. If you have more than one eText document, you can move between them using the tabs at the top of the panel.

If you have more than one eText document open, you can click on the eText document tabs to move between them.

OR

In the **View** menu, select **Next Tab**.

View a Map of Your Outline

The map is a picture that shows you how subtopics in your outline are connected. Use the map to focus on the overall ideas and organization of your document.

The map view helps you to see how your ideas are organized in your outline. As you move subtopics in your outline, the map changes to show you the new way your ideas are connected.

1. In the **View** menu, select **Map View**.
2. Click **Close** to close the map and return to the eText window.

TIP: You can change the size of the map to see more or less of it on the screen. Click **Zoom** to make your map larger or smaller.

NOTE: To move your map within the window, use the scroll bars at the bottom and right sides of the window.

Create and Work with the Bibliographer

Create a bibliography of the references (sources) you used in your work. Then, link your notes to their references.

1. On the Advanced toolbar, click **Bibliographer**
OR
In the **Tools** menu, select **Bibliographer**.

NOTE: To display the Advanced toolbar, select **Simple/Advanced Toolbar** in the **View** menu. Then, select **Small/Large Toolbar** in the **View** menu to see all the icons on the toolbar.

2. In the **Bibliographer** window, create your bibliography and link notes to their references.
3. Click **OK** to save your changes and return to your work.

Create a Bibliography Using the Bibliographer Wizard

The **Bibliographer Wizard** gives you step-by-step directions for creating a new bibliography reference.

1. On the Advanced toolbar, click **Bibliographer**
OR
In the **Tools** menu, select **Bibliographer**.

NOTE: To display the Advanced toolbar, select **Simple/Advanced Toolbar** in the **View** menu. Then, select **Small/Large Toolbar** in the **View** menu to see all the icons on the toolbar.

2. Choose a **Main Category** and **Subcategory** for your reference.
3. On the bottom right above the Bibliographer toolbar, click **Use Wizard**.
4. Select the button next to **MLA** or **APA** to select your bibliography style.
5. Read the directions at the top of the dialog. Look at the example shown below the directions.
6. In the box below the example, type the part of your reference that is described.
7. Click **Next** to show the next direction.
8. Follow the directions at the top of the **Bibliographer Wizard** window for each part of your reference.
9. Click **Finish** to close the **Bibliographer Wizard**.

Create a Bibliography Using the Bibliography Examples

1. On the Advanced toolbar, click **Bibliographer**
OR
In the **Tools** menu, select **Bibliographer**.

NOTE: To display the Advanced toolbar, select **Simple/Advanced Toolbar** in the **View** menu. Then, select **Small/Large Toolbar** in the **View** menu to see all the icons on the

toolbar.

2. Select the button next to **MLA** or **APA** to select your bibliography style.
3. At the top of the Bibliographer window, click a **Main Categories** tab to choose the kind of reference you want to add to your bibliography.
4. In the tab on the left side of the Bibliographer window, click the tab with the **Main Category** name and choose the kind of reference you want to add to your bibliography.
5. Highlight all of the text in the **Example** field.
6. Click **Copy** to copy the example.
7. Click **New**. A box appears in the **My Bibliography** field.
8. Click **Paste**. The example appears in the **My Bibliography** field.
9. Change the example you have just pasted in the **My Bibliography** box. Highlight the text you want to change and replace it with the information from your reference.
10. Click **OK** to return to your work when you are finished adding to your bibliography
OR
Create another bibliography reference as described in this procedure.

Choose a Bibliography Style

You can create your bibliography references using the MLA or APA style. MLA is the default bibliography reference style.

Use the APA Style

American Psychological Association (APA) is a common style for writing a bibliography. One example of an APA style of reference is the newspaper article shown below.

Spotts, P. N. (2004, May 20). Darwinian shift: Survival of the smallest. *The Christian Science Monitor*, p. 15.

- Use the buttons on the left side of the Bibliographer toolbar to format your bibliography reference according to the APA style.

Use the MLA Style

Modern Language Association (MLA) is a common style for writing a bibliography. One example of an MLA style of reference is the newspaper article shown below.

Spotts, Peter N. "Darwinian Shift: Survival of the Smallest." *The Christian Science Monitor* (20 May 2004): 15.

- Use the buttons on the left side of the Bibliographer toolbar to format your bibliography reference according to the MLA style.

Choose a Reference Category and Subcategory

1. Click a **Main Categories** tab at the top of the Bibliographer window. Under the Main Category name tab, a list of subcategory choices appears.

NOTE: If you see a list of notes under the Main Category and **Notes** tabs, click the Main Category tab to see the list of subcategories in the Main Category tab.

2. Select a subcategory in the Main Category tab. An example of a reference for your chosen category and subcategory appears in the **Example** field on the right side of the window.

Bibliographer Notes Tab

To open the notes panel

- In the Bibliographer window, click the **Notes** tab.

All of your notes appear in the field below the tab. Your notes are organized by the outline subtopics they are attached to.

To find a note

1. Click the **Notes** tab to open the notes panel.
2. On the scroll bar, click the **Up** or **Down Arrow** to scroll through your list of notes.

Link a Note to a Reference in Bibliographer

1. On the Advanced toolbar, click **Bibliographer**
OR
In the **Tools** menu, select **Bibliographer**.

NOTE: To display the Advanced toolbar, select **Simple/Advanced Toolbar** in the **View** menu. Then, select **Small/Large Toolbar** in the **View** menu to see all the icons on the toolbar.

2. Click the **Notes** tab in the left panel.
3. On the toolbar, click **Link**. Your cursor changes to a **Chain Link** icon.
4. Place the **Chain Link** icon over the note you want to attach to a reference. Click to select the note.
5. Place the **Chain Link** icon over the reference you want to attach to your note. Click to link your note and reference. The **Chain Link** icon appears in the note in the Notes tab and in the reference to show that they are linked. The reference for the highlighted note is surrounded by a red box.
6. Click **OK** to save your changes.

Remove or Change a Link in Bibliographer

To remove a link

1. In the Bibliographer, click the Notes tab in the left panel.
2. Click the note for which you want to remove the link. The reference to which it is linked is surrounded by a red box in the **My Bibliography** field.
3. On the Bibliographer toolbar, click **Unlink**. The **Chain Link** icon disappears from the reference and the note and the reference is no longer linked.

If a reference is linked to more than one note, and you want to delete all links without checking each one, click the reference to select it, and then click **Unlink**.

To change a link

1. In the Bibliographer, click the Notes tab in the left panel.
2. On the Bibliographer toolbar, click **Link**. Your cursor changes to a **Chain Link** icon.
3. Click the note you want to change.
4. Click the new reference that you want to attach the note to.
5. If the note is already linked, a message appears telling you that the note is already associated with another bibliography entry. The message asks if you want to change the attached reference.
6. Click **Yes**. The link between the note and reference is changed. A **Chain Link** icon appears in the note and in the new reference.
7. Click **OK** to close the Bibliographer window.

Print Your Bibliography

1. In the **File** menu, select **Print**.
2. Place a check in the **Bibliographer** check box.
3. Remove the check from the other check boxes so that those items do not print.
4. Click **Print**.

Change Your Font

When you change the font, the font changes for your outline and notes only; your book remains "as is".

NOTE: If you want to change the font size instead, you can choose from several display styles. Since screen colors and font sizes play an important role in helping learners be successful readers, Read:OutLoud Bookshare Edition offers many pre-set display styles.

If you are not signed in and want to change your display for the current book, see **Choose an eBook Style (CSS and Playback Hints)** in this guide. If you are signed in as a Teacher and

want to change the setting permanently, see **Set Book Display Style (CSS and Playback Hints)**

1. Place your cursor anywhere in the outline panel.
2. In the **Text** menu, select **Font**.
3. Click to select a font from the list on the left side of the window.
4. Click to choose a font size in the panel on the right side of the window.

In the **Sample** box at the bottom of the dialog, you see how your new font looks.

5. Click **OK**.

Save Your Work

If you are not signed in, your document is saved in the location of the last file you opened. If you are signed in, your document is saved in Student Central in the **My Work** folder. If you want to change the default location click **Browse** (the ellipses button), select a different location and click **OK**.

NOTE: Your teacher cannot access your work unless it is in the **My Work** folder.

1. On the toolbar, click **Save**
OR
In the **File** menu, select **Save**.
2. In the **NAME** field, type a name for your work and click **Save**.

NOTE: If you have previously saved your work, click **Save** on the toolbar to save it with the same name.

Keyboard Shortcuts

Keyboard shortcuts can be used instead of toolbar buttons or menu selections. For learners who require alternative computer access, keyboard commands provide access using alternate keyboards, special on-screen keyboards, scanning setups for switch users or communication devices compatible with computer input.

Keyboard Shortcuts for Speech and Highlight

Action	Windows	Macintosh
Turn Speech On/Off	Ctrl D	Cmd D
To stop speech	Esc	Esc
Speak Toolbar and Speak Dialog Boxes	Ctrl ; (semi-colon)	Cmd ; (semi-colon)
Speak	Ctrl T	Cmd T

Speak Next Word	Right Arrow	Right Arrow
Speak Previous Word	Left Arrow	Left Arrow
Voice Settings	Ctrl /	Cmd /
Pronunciations	Ctrl ~	Cmd ~
Turn Auditory Cue Title On/Off	Ctrl Shift 1	Cmd Shift 1
Turn Auditory Cue Author Name On/Off	Ctrl Shift 2	Cmd Shift 2
Turn Auditory Cue Page Number On/Off	Ctrl Shift 3	Cmd Shift 3
Turn Auditory Cue Image On/Off	Ctrl Shift 4	Cmd Shift 4
Turn Auditory Cue Table On/Off	Ctrl Shift 5	Cmd Shift 5
Turn Auditory Cue Quote On/Off	Ctrl Shift 6	Cmd Shift 6
Turn Code Sample On/Off (speak the word "code" before speaking the actual computer code)	Ctrl Shift 7	Cmd Shift 7

Keyboard Shortcuts for Outline and Notes

Action	Windows	Macintosh
New Note	Ctrl Enter	Cmd Return
Highlight Eraser	Alt X	Opt X
Yellow Highlighter	Alt Y	Opt Y
Green Highlighter	Alt G	Opt G
Red Highlighter	Alt D	Opt D
New Subtopic	Return/Enter	Return/Enter
Indent	Ctrl Alt Right Arrow	Cmd Opt Right Arrow
Outdent	Ctrl Alt Left Arrow	Cmd Opt Left Arrow
Move Up	Ctrl Shift Up Arrow	Cmd Shift Up Arrow
Move Down	Ctrl Shift Down Arrow	Cmd Shift Down Arrow
Add Outline	Ctrl Shift O	Cmd Shift O
Collapse Subtopic	Ctrl Alt Up Arrow	Cmd Opt Up Arrow
Expand Subtopic	Ctrl Alt Down Arrow	Cmd Opt Down Arrow

Keyboard Shortcuts to Manage Files

Action	Windows	Macintosh
New	Ctrl N	Cmd N
Close	Ctrl W / Ctrl F4	Cmd W / Cmd F4
Save	Ctrl S	Cmd S
Save As	Alt , (comma)	Opt , (comma)
Print Preview	Ctrl Alt P	Cmd Opt P
Print One	Ctrl Shift P	Cmd Shift P
Print	Ctrl P	Cmd P

Keyboard Shortcuts to Move Around

Action	Windows	Macintosh
Go to Next Page (in PDF & NIMAS)	Ctrl Shift Y	Cmd Shift Y
Go to Previous Page (in PDF & NIMAS)	Ctrl Shift J	Cmd Shift J
Go to Last Page (in PDF & NIMAS)	Ctrl End	Cmd down arrow
Go to First Page (in PDF & NIMAS)	Ctrl Home	Cmd up arrow
Go to Next Page (in .HTML/.TXT/other format)	Page Down	Fn down arrow
Go to Previous Page (in .HTML/.TXT/other format)	Page Up	Fn up arrow
Go to Last Page (in .HTML/.TXT/other format)	End	Fn right arrow
Open Student Central	Ctrl 1	Cmd 1
Quit/Exit	Ctrl Q	Cmd Q
Help	F1	Cmd Shift 1
Close Window	Esc	Esc
Move Between Windows Mac extended Keyboard -----	Alt Tab Left or right arrows	Opt Tab Left or right arrows
Set Focus to right side of the screen	Ctrl Shift]	Cmd Shift]

Set Focus to left side of the screen	Ctrl Shift [Cmd Shift [
Go to the Dictionary tab	Alt . (period)	Opt . (period)
Go to Map View	Alt 0 (zero)	Opt 0 (zero)

Keyboard Shortcuts to Edit Your Work

Action	Windows	Macintosh
Undo	Ctrl Z	Cmd Z
Redo	Ctrl Y	Cmd Y
Cut	Ctrl X	Cmd X
Copy	Ctrl C	Cmd C
Paste	Ctrl V	Cmd V
Clear	Backspace	
Select All	Disabled in Bookshare	Disabled in Bookshare
Move to Beginning of Document	Ctrl Home	Cmd Home
Move to End of Document	Ctrl End	Cmd End
Add eText	Alt U	Opt U

Keyboard Shortcuts to Change Display

Action	Windows	Macintosh
Switch between Simple Toolbar and Advanced Toolbar	Ctrl Alt T	Cmd Opt T
Switch between Small Toolbar and Large Toolbar	Ctrl Alt X	Cmd Opt X
Show/Hide Locked Text	Alt S	Opt S
Show/Hide Toolbar	Ctrl Alt ;	Cmd Opt ;
Map/Map View	Alt 0	Opt 0
Zoom	Ctrl Shift Z	Cmd Shift Z
Slide Bar	Ctrl Shift B	Cmd Shift B
Remove eText Tab	Ctrl Alt U	Cmd Opt U
Next Tab	Ctrl Shift A	Cmd Shift A

Set Colors	Ctrl '	Cmd '
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Keyboard Shortcuts for Bibliographer

Action	Windows	Macintosh
Bibliographer	Ctrl Alt B	Cmd Opt B
Article	Alt 1	Opt 1
Artwork	Alt 2	Opt 2
Book	Alt 3	Opt 3
Electronic	Alt 4	Opt 4
Interview	Alt 5	Opt 5
Letters	Alt 6	Opt 6
Presentation	Alt 7	Opt 7
Reference	Alt 8	Opt 8
Other	Alt 9	Opt 9
Speak	Ctrl T	Cmd T
Select a reference below the highlighted one in My Bib. field	Tab	Tab
Spell	Ctrl G	Cmd G
Print	Ctrl P	Cmd P
Help (in Wizard)	F1	n/a
Brackets	Alt]	Opt]
Parentheses	Alt \	Opt \
MLA	Alt M	Opt M
APA	Alt P	Opt P
Link (bibliographer)	Ctrl Shift L	Cmd Shift L
Unlink (bibliographer)	Ctrl Shift U	Cmd Shift U
My Bibliographer	Alt B	Opt B
Notes field	Ctrl Alt 7	Cmd Opt 7

Sign In to Teacher Central or Student Central

NOTE: In order to have this option, your Administrator needs to add teachers to the system. In turn, teachers need to add learners.

If you sign in as a learner, you can use individual preference set by your teacher. If you sign in as a teacher, you can set learner preferences and manage their work in Student Preferences in Teacher Central.

You can access the options listed in the Teacher Central and Student Central sections in this guide only if you are signed in.

Sign In as a New Learner

1. In the **File** menu, select **Sign In**.
2. In the Sign In window, click **New Student**.
3. In the **Please enter your name** field, type your name.
4. To finish creating your sign in name, click **OK**. Your name appears in the list of learners.
5. In the Sign In window, select your name and click **OK**.

NOTE: You are done signing in if you do not have other SOLO® Literacy Suite programs on your computer or your Administrator has not assigned a password. Student Central opens and you can begin working. If you are asked for a password, go to step 6.

6. In the **Password** field, type your password and click **OK**. The default password is **123456**.

NOTE: If you have other SOLO® Literacy Suite programs on your computer OR your Administrator has assigned you a password other than the default and you do not know it, ask your teacher or Administrator for help.

Sign In as a New Teacher

1. On your Desktop, select the following folders:

Program Files
Bookshare
ReadOutLoud Bookshare
Applications

2. Double-click **SOLO.exe**.
3. To create a new teacher name, click **New**.
4. In the **Type your name** field, type your name and click **OK**.

NOTE: You are done signing in if you do not have other SOLO Literacy Suite programs on your computer or your Administrator has not assigned a password. Teacher Central opens and you can begin working. If you are asked for a password, go to step 5.

5. In the **Type default password** field, type **admin1**.

NOTE: If you have other SOLO® Literacy Suite programs on your computer OR your Administrator has assigned you a password other than the default and you do not know it, ask your Administrator for help.

6. In the **Type New Password** field, type a new password to use with the sign in name.
7. In the **Re-Type New Password** field, type in the same password.
8. Click **OK**.
9. In the Class Management window, click **Close**.

Sign In as an Existing Learner

1. In the **File** menu, select **Sign In**.
2. In the Sign In window, select your name and click **OK**.

NOTE: You are done signing in if you do not have other SOLO® Literacy Suite programs on your computer or your Administrator has not assigned a password. Student Central opens and you can begin working. If you are asked for a password, go to step 6.

3. In the **Password** field, type your password. The default password is **123456**.

NOTE: If you have other SOLO® Literacy Suite programs on your computer OR your Administrator has assigned you a password other than the default and you do not know it, ask your teacher or Administrator for help.

4. Click **OK**.

Sign In as an Existing Teacher

1. On your Desktop, select the following folders:

Program Files
Bookshare
ReadOutLoud Bookshare
Applications

2. Double-click **SOLO.exe**.
3. In the **User** drop-down list, select your sign in name.
4. In the **Password** field, type your password and click **OK**.

Sign In as the Administrator

1. On your Desktop, select the following folders:

Program Files

Bookshare
ReadOutLoud Bookshare
Applications

2. Double-click **SOLO.exe**.
3. In the **Password** field, type **admin1** and click **OK**.

Assign a Password to All Learners

The Administrator can require learners to enter a password to sign in. If your computer has no other SOLO Literacy programs installed other than Read:OutLoud Bookshare Edition, then there is no required password.

1. Once you sign in as the Administrator, click on the **Enable Student Passwords** button.
2. Click on the **OK** button.

NOTE: Student passwords are assigned and modified within Teacher Central.

Change a Teacher Password

1. On your Desktop, select the following folders:

Program Files
Bookshare
ReadOutLoud Bookshare
Applications
2. Double-click **SOLO.exe**.
3. Click **Teacher Sign In** and sign in as the existing teacher whose password you want to change.
4. In the **Tools** menu, select **Teacher password**. The Change Password window appears.
5. In the **Old password** field, type the current password.
6. In the **Type New Password** field, type the new password.
7. In the **Re-Type New Password** field, type the new password again and click **OK**.

Teacher Central

Teacher Central lets a teacher add learners, set preferences for learners, create Assignment Templates, assign content to learners, and manage learners' work. Learners cannot use Teacher Central.

When you sign in as a teacher, Teacher Central opens in the **Content Management** view. There are two other views for teachers: **Student Documents** view and **Student Preferences** view. The different views are described on the following pages.

View Learners and Classes

1. In the **Student Documents** view and the **Student Preferences** view (top-left icons on your screen), the list of learners appears on the left.
2. Display a list of the learners in a specific class by selecting a class name from the **Class** drop-down list.

Create a Class

1. Sign in as a teacher.
2. In the **Tools** menu, select **Class Management**.
3. At the bottom of the **Class Lists** panel on the left, click **New Class**.
4. In the **Class Name** field, type a new class name.
5. Click **OK**. You return to the **Class Management** window. The new class name appears in the **Class Lists** panel on the left.

Add a New Learner to the List of Learners

There are two ways for a teacher to create a name in the list of learners.

To add a new learner while viewing Student Documents or Student Preferences:

1. At the bottom of the list of learner names on the left, click **New**.
2. Enter the learner's name and click **OK**.

To add a new learner to the list of learners using the Teacher Central menu:

1. In the **Tools** menu in Teacher Central, select **Class Management**.
2. Click **New student**.
3. Enter the learner's name and click **OK**.

Delete a Learner from the List of Learners

There are two ways for a teacher to delete a name in the list of learners.

To delete a learner while viewing Student Documents or Student Preferences

1. Click either **Student Documents** or **Student Preferences** (top-left of your screen).
2. In the list of learners, select the name of the learner you want to delete.
3. At the bottom of the list of learner names on the left, click **Delete**. The **Delete Confirmation** window opens asking you to confirm that you want to delete the learner from the list and move all their work to the trash.

4. Click **Yes** to confirm that you want to delete the learner from the list.

To delete a learner from the list of learners using the Teacher Central menu

1. In the **Tools** menu in Teacher Central, select **Class Management**.
2. In the list of learners, select the name of the learner you want to delete.
3. Click **Delete Student**. The Delete Confirmation window opens asking you to confirm that you want to delete the learner from the list.
4. Click **Yes** to confirm that you want to delete the learner from the list.

Delete a Class from the Class List

1. Sign in as a teacher.
2. In the **Tools** menu, select **Class Management**.
3. In **Class Lists**, select the class you want to delete.
4. Click **Delete Class**. The **Delete Confirmation** window opens asking you to confirm that you want to delete the class.
5. Click **Yes** to confirm that you want to delete the class you selected.

How Teachers Set Learner Preferences

The Student Preferences view is where teachers can set speech, highlighting and font attributes. Teachers can also set options for password and Internet access for learners. Teachers have to set preferences only one time.

NOTE: Learners need to be signed in for them to use the display preferences you set here.

NOTE: Assignment Templates created before you set preferences are not affected by the new preferences. Setting new preferences apply only to new documents.

1. Sign in as a teacher.
2. At the top left of the Teacher Central screen on the toolbar, click **Student Preferences**.
3. In the list of learners on the left, select the learner name you want to set preferences for.
4. See the topics listed below to learn how to set learner preferences:
 - Set Preferences to Highlight Text When Speaking
 - Set Speech Preferences
 - Set Toolbar Preferences
 - Set Display Preferences
 - Set Internet Preferences
 - Set Preferences to Speak Toolbar Buttons and Dialog Boxes

- See and Reset Learner Password
- Set Book Display Style CSS and Playback Hints)
- Turn off Speech for Non-content Book Components (Auditory Cues)

Set Preferences to Highlight Text When Speaking

When the speech option is on, words are highlighted one-word-at-a-time as they are spoken. This helps learners to follow text as they read and hear at the same time.

You can have text highlighted by sentence instead:

1. In Teacher Central, click **Student Preferences**.
2. Select **Highlight Sentence by Sentence** in the **Highlight text when speaking** group.

Set Speech Preferences

When the speech option is on, you can speak text or Locked Text in a voice of your choice. You can also set the sound and speed of the text to make it easier for your learners to follow along.

1. In Teacher Central, click **Student Preferences**.
2. To choose the type of text to speak, select **Text** or **Locked Text**.

NOTE: When you select **Text**, the **Same voice for locked text** check box becomes active. You can use the same voice for all text by placing a check in the **Same voice for locked text** check box. If you want to use different voices for text and locked text, leave the **Same voice for locked text** check box empty.

3. Select the type of voice to use in the **Voice** drop-down list.

IMPORTANT LEGAL NOTE: The voices from which you can choose are **Heather**, **Ryan**, any Microsoft system voice and any Macintosh system voice. If you have other text reader programs installed on your computer, you may see additional choices. *You need to contact the manufacturer of those voices to get permission to legally use them depending on your license agreement.*

4. Adjust the speed of the speech by dragging the **Speech Rate** slide bar to the left to make the speech slower
OR
Drag the **Speech Rate** slide bar to the right to make the speech faster.
5. Adjust the pitch of the speech by dragging the **Pitch** slider bar to the left to make the pitch lower
OR
Drag the **Pitch** slide bar to the right to make the pitch higher.
6. Adjust the volume of the speech by dragging the **Volume** slide bar to the left to make the speech quieter
OR
Drag the **Volume** slide bar to the right to make the speech louder.

Set Toolbar Preferences

The toolbar you see is known as the Simple Toolbar. The difference between the Simple Toolbar and the Advanced Toolbar is that the Simple Toolbar contains fewer buttons – only the most frequently used buttons display.

If you are using Read:OutLoud Bookshare Edition extensively, switch to the Advanced Toolbar.

1. In Teacher Central, click **Student Preferences**.
2. Select **Advanced Toolbars**.
3. Select the size of the toolbar buttons by selecting either **Small Toolbars** or **Large Toolbars**.

NOTE: Although both toolbars can be set to small or large, keep in mind that if you set Advanced Toolbars to **Large**, all buttons do not appear on your screen. You need to click the arrow where the toolbar ends and select an option from the drop-down list; or, you can display all icons on the toolbar by selecting **Small/Large Toolbar** in the **View** menu.

Set Display Preferences

Set options for how you want text to appear and the color to use for the background, text and selection.

1. In Teacher Central, click **Student Preferences**.
2. In the **Display** group on the right, select the font and size to use in the drop-down lists to the right of **Text Font & Size**.

NOTE: To help you make your font and size choices, you can see a sample of your selections in the **Sample** field.

3. Click **Set Colors**.
4. If you want to change the color of the background, select **Background Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the text, select **Text Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the selection, select **Selection Color** on the left side and then click a color in the **Selected Color** list.
5. Click **OK**.

NOTE: If you don't see the color you want to use, click **More Colors** to see additional colors from which you can choose. Click **OK** when you have selected your color preference.

Set Internet Preferences

1. In Teacher Central, click **Student Preferences**.
2. Click the box to turn **Access to the Internet** on or off. When the check box is checked, access to the Internet is turned on.

Set Preferences to Speak Toolbar Buttons and Dialog Boxes

You can choose whether or not a description of a toolbar button or dialog box (window) is spoken when you place your mouse over it.

1. In Teacher Central, click **Student Preferences**.
2. Click the box to turn **Speak Toolbar Buttons and Dialog Boxes** on or off.

When the box is checked, **Speak Toolbar Buttons and Dialog Boxes** is turned on.

See and Reset Learner Password

If a learner was assigned a password, it appears as a list of bullets under **Student Passwords** at the bottom-right side of the screen. If learners forget their password and they ask you to tell them what it is, you can use Teacher Central to see it.

1. In Teacher Central, click **Student Preferences**.
2. To see the current password, click and hold **Show Password**. The password appears in the field and replaces the bullets.

NOTE: If your Administrator has enabled learner passwords, the default password for all learners is **123456**. If a password has been changed and you want to reset it back to **123456**, click **Reset to Default**.

NOTE: If you do not have any SOLO Literacy Suite programs on your computer, then learners are not assigned a password; they will enter the program upon clicking **OK**.

Set Book Display Style (CSS and Playback Hints)

You can accommodate various needs by choosing how your learners will see their book. Since screen colors and font sizes play an important role in helping learners be successful readers, Read:OutLoud Bookshare Edition offers many display styles. You can choose one of the following display styles:

- daisy
- Black Text on Tan
- Black Text on White Justified
- Black Text on White
- default (the default formatting for the book on first opening)
- Elementary Font
- Large White Text on Black
- Large Yellow Text on Black
- Light Text on Dark Gray
- Text Zoom
- X Large Text on White

- XX Large Text on White

1. In Teacher Central, click **Student Preferences**.
2. In the **CSS and Playback Hints** drop-down list, select a display style.

NOTE: Learners can also change this setting by selecting an option in the **eBook Styles** drop-down list in the eText panel.

Turn Off Speech for Non-content Book Components (Auditory Cues)

Auditory Cues consist of parts of a book that are not part of the content. The following are the Auditory Cues that are spoken. You can choose not to have them spoken:

- Title
- Author
- Page Number
- Image (when you click a picture, text is spoken)
- Table
- Quote (speaks the words "open quote" and "closed quote")
- Code Sample (speaks the word "code" before speaking the actual computer code)

To make your selection:

1. In Teacher Central, click **Student Preferences**.
2. Click the check box to remove the check from the Auditory Cues you do not want spoken.

NOTE: You can also make your selections in the **Speech, Auditory Cues** menu.

Content Management View

Assign an Assignment Template to a Learner

1. In the **Content Management** view, select the assignment that you want to assign in the **File** list.
2. On the toolbar, click **Assign**. The **Assign Content** window opens.
3. Select the tab that contains the learners you want to assign.
4. Place a check in the checkbox next to the learner name or names of the learner to whom you want to assign this Assignment Template.
5. When you are finished, click **OK**.

Change the Description of an Assignment Template

1. In the **File** list in the **Content Management** view, select the Assignment Template that contains the description you want to change.
2. In the **Description** panel on the lower right, place your cursor where you want to add text.
3. Begin typing. If there is text to the right, it will move to the right to make room for the new text.
4. If you want to replace or remove text in the **Description**, highlight the text and type to replace it or press **Delete** to remove it.

Insert Locked Text

Teachers may add Locked Text to give directions and extra help to learners. Locked Text can be read aloud for extra help in understanding teacher comments and can be hidden for reading and/or printing a finished assignment.

NOTE: Locked Text will be inserted above a green subtopic only.

1. In the outline panel, click a green level subtopic to which you want to add Locked Text.
2. Click **Insert Locked Text**. A blank field is inserted above the green subtopic.
3. Enter your Locked Text.
4. Click outside of the Locked Text field anywhere in the outline panel. The Locked Text is highlighted in yellow.

Search for an Assignment Template, Outline Template, Learners' Work

This works in **Content Management** and **Student Documents** views. Use the Search feature to quickly find an Assignment Template, Outline Template or work saved by your learners. Type all or part of a word and search for assignments with that word in their names.

1. In the **Content Management** view, select the content area you are searching within
OR
In the **Student Documents** view, select **My Work** and the learner's name.
2. On the toolbar in the **Search** field next to the magnifying glass, type all or part of a word you are looking for.

NOTE: The letter or sequence of letters does not have to be at the beginning of a file name. They are found anywhere within the file name. For example, if you type READ, you find the files "Read and Write about Space" and "Take Notes From Reading".

View and Open Documents in Content Management

1. In the upper-left panel in the **Content Management** view, do one of the following:

If you want to view an Assignment Template, click **Assignment Templates**
OR

If you want to view a picture, click **Pictures**

OR

If you want to view an Outline Template, click **Outline Templates**

OR

If you want to view an eText file, click **eText files**.

The corresponding list of documents appears in the **File** list to the right.

2. Double-click a document name in the **File** list to open it.

Create an Assignment Template

An Assignment Template is a document created by teachers and assigned to learners that typically contains eText and reading supports. Assignment Templates provide differentiated instruction for learners to use before, during and after reading.

1. On the toolbar, click **New Assignment Template**
OR
In the **File** menu in Teacher Central, select **New Assignment**.
2. To help you decide what you want to do next, refer to the following three procedures for the different ways a teacher can create a new Assignment Template.

Open a Blank Assignment Template

1. In the **Create New Assignment** window, click **Open a BLANK Assignment**.
2. Select Read:**OutLoud**
OR
In the Teacher Central **File** menu, select **New in** and **Read:OutLoud**.
3. Create your Assignment Template.
4. Click **Save** to save your assignment.
5. In the **Template Description** field, enter a brief description of the Assignment Template
NOTE: Later, this description appears in Teacher Central and Student Central when you or a learner selects the Assignment Template to see a preview.
6. Click **OK**.
7. In the **File name** field, enter a name for the Assignment Template.
8. If you want to save your template and return to your assignment, click **Save**.
9. If you also want to assign your template to learners, click **Assign to Students**, place a check in the checkbox next to the name of the learner you want to assign, click **OK** and then click **Save**.

Open a Saved Assignment Template

This is where you can create an Assignment Template based on an already existing Assignment Template. This saves you the time it would take to create a new Assignment Template.

1. In the **Create New Assignment** window, click **Open a SAVED Assignment Template**.
2. Select the Assignment Template on which you want to base your new Assignment Template and click **OK**.
3. Create your Assignment Template.
4. On the toolbar, click **Save**. The **Template Description** window opens.
5. In the **Template Description** window, enter a brief description of the Assignment Template.

NOTE: Later, this description appears in Teacher Central and Student Central when you or a learner selects the Assignment Template to see a preview.

6. Click **OK**. The **Save Assignment As** window opens.
7. In the **File name** field, enter a name for the Assignment Template.
8. If you want to save and return to your work, click **Save**.
9. If you also want to assign your template to learners, click **Assign to Students**, place a check in the checkbox next to the name of the learner you want to assign, click **OK** and then **Save**.

Open the Reading To Writing Wizard

The Wizard steps you through creating an Assignment Template that develops reading skills, writing skills, or both. You can choose an eText file to use as a reading assignment in your template. You can also choose an Outline Template to make it easier for the learners to develop an outline.

1. In the **Create New Assignment** window, click **Open the Reading To Writing WIZARD**. The **Add eText** window opens.
2. Select the eText that you want the Wizard to use in your Assignment Template and click **Open**.
3. Scroll through the list and select your Outline Template
OR
Click **Browse** to locate an Outline Template on your computer.

NOTE: If you don't want an Outline Template in this Assignment Template, click **Skip**.

4. Click **OK**.

5. Modify your Assignment Template.
6. On the toolbar, click **Save**.
7. In the Template Description, enter a brief description of the Assignment Template.
8. Click **OK**.
9. In the **File name** field, enter a name for the Assignment Template.
10. If you want to save your template and return to your work, click **Save**.
11. If you also want to assign your template to learners, click **Assign to Students**, place a check in the checkbox next to the name of the learner you want to assign, click **OK** and then click **Save**.

How Teachers View and Open Learner Documents

1. Sign in as a teacher. If you need help, see the **Sign In to Teacher Central or Student Central** section in this guide.
2. At the top left of the Teacher Central window on the toolbar, click **Student Documents**.
3. In the **Class List**, select the learner's name.
4. Double-click a document to open it. You can then write comments on completed work as well as work-in-progress.

NOTE: You can see learner documents only if they were saved in Student Central. If learners saved their documents somewhere else, you need to copy them from that folder and paste them into their folder within the program. When a learner is first set up, the program automatically creates this folder.

Backup and Restore

Sections you can back up are:

- Class lists
- Teacher names
- Learner passwords
- Teacher passwords
- Speech exceptions

Create a Backup

1. In the **Tools** menu, select **Create Backup**. A message appears letting you know that you are about to back up teacher names and passwords, lists of learners and learner profiles.

NOTE: You need to back up Assignment Templates and learners' work with a separate backup system.

2. Read the message and click **OK**.
3. In the **Save in** drop-down list, choose a location for the backup copy.
4. In the **File name** field, either accept the default name or type a new name for the backup copy.
5. Click **Save**.

Restore a Backup

1. In the **Tools** menu, select **Restore Backup**.
2. In the **Look in** field, select the location of the backup copy you want to restore.
3. In the field below the **Look in** field, select the backup file to restore.
4. Click **Open**. The data from the date of the backup is restored on your computer.

Menus in Teacher Central

Menus are found at the top of the screen. Some commands in the menus can also be used by clicking a button on the toolbar.

File Menu in Teacher Central

File, New Assignment in Teacher Central

1. In the **File** menu in Teacher Central, select **New Assignment**.
2. To help you decide what you want to do next, read the options below for an overview of the different ways a teacher can create a new Assignment Template.

Open a BLANK Assignment Template

When you click **Open a BLANK Assignment Template**, teachers select Read:OutLoud and begin creating a new assignment. You can add or create Outline Templates, eText and other elements.

Open a SAVED Assignment Template

When you click **Open a SAVED Assignment Template**, a window displays a list of all the Assignment Templates on your computer. Scroll through the list until you find the one you want to open. Select the Assignment Template, make changes, and save it with a new name. The old Assignment Template remains and your new one is added to the Assignment Templates list on your computer.

Open the Reading To Writing WIZARD

When you click **Open the Reading To Writing WIZARD**, you are asked to make a series of choices. First, you are asked to select a book on your computer. Then you are asked to select an Outline Template from a list of Outline Templates on your computer.

File, New In - in Teacher Central

1. In the **File** menu, select **New In** and then **Read:OutLoud**. The Add eText widow opens.
2. Locate your book and click **Open**.
3. Create your Assignment Template.
4. On the toolbar, click **Save**. The **Template Description** window opens.
5. In the **Template Description** field, enter a brief description of the Assignment Template.
6. Click **OK**. The **Save As** window opens.
7. In the **NAME** field, enter a name for the Assignment Template.
8. In the **Format** field, select **Assignment** or **Outline Template** from the drop-down list to select the format.
9. Click **Assign to Students** to assign the new Assignment Template to learners. To do this, place a check in the checkbox for the learners you want to assign and click **OK**.

NOTE: If you want to assign your new Assignment Template at a later time, you can skip this step.
10. Click **Save**. Your template is saved in Teacher Central. If you want to change the default location click **Browse** (the ellipses button), select a different location and click **OK**.

File, Open In - in Teacher Central

To open a learner's document:

1. Click **Student Documents**.
2. In the column on the left, select the learner's name in the list of learners.
3. In the column on the right, select the Assignment Template or document you want to open in the **Assignment Templates** folder or the **My Work** folder.
4. In the **File** menu, select **Open in**.
5. Choose **Read:OutLoud**.

File, Quit/Exit in Teacher Central

- In the **File** menu, select **Quit/Exit**.

If you have any open documents, a message appears asking if you want to save them.

Edit Menu in Teacher Central

Edit, Cut in Teacher Central

Cut is a standard command used for editing. Remove selected text.

Edit, Copy in Teacher Central

Copy is a standard command used for editing. Make a copy of selected text.

Edit, Paste in Teacher Central

Paste is a standard command used for editing. Place cut or copied selection in your work at the cursor.

Tools Menu in Teacher Central

Tools, Class Management in Teacher Central

In the **Tools** menu, select **Class Management**. The Class Management window opens.

To add a class, do the following:

1. At the bottom of the **Class Lists** panel on the left, click **New Class**.
2. In the **Class Name** field, type a new class name and click **OK**.
3. Add learners to the new class by selecting **All Students** in the **Class List**. Then, click and drag the learners that you want to assign to your new class from the **Students** list to the new class.

To delete a class, do the following:

1. In the **Class List**, select the class you want to delete.
2. At the bottom of the **Class Lists** panel on the left, click **Delete Class**. A message appears asking if you are sure you want to delete the class.
3. Click **Yes** to confirm that you want to delete the class you selected.

To add a new learner, do the following:

1. Click **New Student**.
2. Enter the learner's name and click **OK**. The new name appears in the class list.

To delete a learner, do the following:

1. In the list of learners, select the name of the learner you want to delete.
2. Click **Delete Student**. A message appears asking if you are sure you want to delete the learner.

3. Click **Yes** to confirm that you want to delete the learner from the list.

NOTE: If you click **Yes** and do not have a name selected, Teacher Central deletes the name at the top of the list.

Tools, Pronunciation in Teacher Central

Display the **Pronunciation** window where you can add a word to the Pronunciation Dictionary, change the pronunciation of a word or delete a word.

To add a new word to the Pronunciation Dictionary:

1. In the **Tools** menu, select **Pronunciation**.
2. Click the **Special Words** tab to add a word
OR
Click the **Abbreviations** tab to add an abbreviation.
3. Click **Add**. The New Entry window opens.
4. In the **Key** field, type the word or abbreviation you want spoken (pronounced) correctly.
5. In the **Translation** field, type the word phonetically—spell it the way it sounds. For example, if the key word is Triceratops, spell it phonetically—tri sara tops. This will be how the word is pronounced when spoken.
6. Click **Speak** next to the **Translation** field to hear how your **Translation** spelling sounds.
7. Click **OK** to return to the Pronunciation window.
8. Click **OK** to return to the program with your changes.

To edit the pronunciation of a word in the Pronunciation Dictionary, do the following:

1. In the **Tools** menu, select **Pronunciation**.
2. Click the **Special Words** tab to find the word to change
OR
Click the **Abbreviations** tab to find the abbreviation to change.
3. Select the word or abbreviation for which you want to change the pronunciation.
4. Click **Edit**. The Edit Entry window opens.
5. In the **Translation** field, change the phonetic spelling of the word—spell it the way it sounds.
6. Click the second **Speak** to hear how your **Translation** spelling sounds. Try different spellings until the word is pronounced correctly.
7. Click **OK** to return to the Pronunciations window.

8. Click **OK** to return to the program with your changes.

To delete a Word from the Pronunciation Dictionary, do the following:

1. In the **Tools** menu, select **Pronunciation**.
2. Click the **Special Words** tab to find the word to delete
OR
Click the **Abbreviations** tab to find the abbreviation to delete.
3. Select the word or abbreviation you want to remove and click **Delete**.
5. Click **OK** to return to the program with your changes.

Tools, Teacher Password in Teacher Central

1. In the **Tools** menu, select **Teacher Password**. The **Change Password** window opens.
2. In the **Old password** field, type your current password.
3. In the **Type New Password** field, type a new password.
4. In the **Re-Type New Password** field, type the new password again and click **OK**.

Tools, User Dictionary in Teacher Central

1. In the **Tools** menu, select **User Dictionary**.
2. Do one of the following to use the User Dictionary:

To add an entry to the User Dictionary, do the following:

1. Select the word that is below where you want your entry to appear. If this is the first word being added, skip this step.
2. Click **Add**. The **Add** window opens.
3. Type the word you want to add to the dictionary.
4. Click **OK**. The new word appears above the selected entry.
5. Click **OK** to close the User Dictionary.

To edit an entry in the User Dictionary, do the following:

1. Select the word that you want to edit.
2. Click **Edit**. The **Edit** window opens.
3. Enter your change.

4. Click **OK**. Your changed word appears in the User Dictionary.
5. Click **OK** to close the User Dictionary.

To delete an entry from the User Dictionary, do the following:

1. Select the word you want to delete.
2. Click **Delete**. The **Delete Word** message opens asking if you are sure you want to delete the selected word.
3. Click **Yes** to confirm that you want to delete the selected word.
4. Click **OK** to close the User Dictionary.

Tools, Create Backup in Teacher Central

1. In the **Tools** menu, select **Create Backup**. A message appears letting you know that you are about to back up teacher names and passwords, lists of learners and learner profiles.

NOTE: You need to back up Assignment Templates and learners' work with a separate backup system.

2. Read the message and click **OK**. The **Choose a file** window opens.
3. In the **Save in** drop-down list, choose a location for the backup copy.
4. In the **File name** field, either accept the default name or type a new name for the backup copy.
5. Click **Save**.

Tools, Restore Backup in Teacher Central

1. In the **Tools** menu, select **Restore Backup**. The **Choose a file** window opens.
2. In the **Look in** field, select the location of the backup copy you want to restore.
3. In the field below the **Look in** field, select the backup file to restore.
4. Click **Open**. The data from the date of the backup is restored on your computer.

Help Menu in Teacher Central

Help, Help in Teacher Central

Get help on using Read:OutLoud Bookshare Edition features.

Student Central

Student Central is available only if you are signed in as a learner. In Student Central, you can:

- Create a new document.
- Open an assignment created by a teacher.
- Work on an existing document.
- Delete your own work.
- Search for a document you created.

Open Your Work

The **Assignment Templates** folder in the **Document** list contains the Assignments Templates created by a teacher. The **My Work** folder contains the documents created or modified by a learner.

- In the **Document – Existing Work** list, double-click the document name.

Menus in Student Central

Menus are found at the top of the screen. Some commands in the menus can also be used by clicking a button on the toolbar.

File Menu in Student Central

File, New (Document) in Student Central

1. On the toolbar, click **Read:OutLoud**.
OR
In the **File** menu, select **New** and then **Read:OutLoud**.
2. Open your book and create an outline.
3. On the toolbar, click **Save**. The Save As window appears.
4. In the **NAME** field, type a name for your document and click **Save**.

NOTE: If you are not signed in, your document is saved in location of the last file you opened. If you are signed in, your document is saved in Student Central. If you want to change the default location click **Browse** (the ellipses button), select a different location and click **OK**.

File, Quit/Exit in Student Central

- On the Student Central toolbar, click **Quit/Exit**
OR
In the **File** menu, select **Quit/Exit**.

Edit Menu in Student Central

Edit, Delete in Student Central

In Student Central, you can delete any documents in the **My Work** folder. You cannot delete Assignment Templates in the **Assignment Templates** folder.

1. In the **My Work** folder, select the document that you want to delete.
2. In the **Edit** menu, select **Delete**. A message appears asking you if you want to delete the selected document.
3. If you are sure you want to remove the document, click **Yes**
OR
If you want to keep the document, click **No**.

Help Menu in Student Central

Help, Help in Student Central

Get help on using Read:OutLoud Bookshare Edition features.

Menus in Read:OutLoud Bookshare Edition

File Menu

File, New

1. In the **File** menu, select **New**.
2. Find your book and click **Open**.
3. Begin to create your work.
4. When you are finished, save and close your work or exit the program.

File, Open Student Central

If you are signed in, the Student Central screen appears. If you are not signed in, the Sign In window appears; select your name and click **OK** to open the Student Central screen. See the **Sign In to Teacher Central or Student Central** section in this guide for step-by-step procedures.

File, Sign In

Allows you to sign in as a learner. See the **Sign In to Teacher Central or Student Central** section in this guide for step-by-step procedures.

File, Open

1. In the **File** menu, select **Open**.

2. Find the folder with your file in it. The file should end in **.asn**, **.djs** or **.opf**.
3. Select the file name and click **Open**.

NOTE: If you are opening a **.djs** file that is connected to a DAISY book, you need to find and open that book separately.

File, Close

1. In the **File** menu, select **Close**. If you have not saved the document before trying to close it, a message appears asking if you want to save your changes. If you have saved the changes before, your document is saved with the same file name.
2. If you have not yet named your document and want to save it, click **Yes**. The **Save As** window opens.
3. In the **Save As** window, enter a name for your document and click **Save**.

NOTE: If you are not signed in, your document is saved in location of the last file you opened. If you are signed in, your document is saved in Student Central. If you want to change the default location click **Browse** (the ellipses button), select a different location and click **OK**.

File, Save

Save your work. If you have saved your work before, saving it again replaces the old copy of your work with the new copy. If you have not saved your work yet, a window opens asking you for a file name.

1. On the toolbar, click **Save**
OR
In the **File** menu, select **Save**. If you have saved your work before, you are finished saving.
2. If you have not yet named your work, the **Save As** window opens.
3. In the **NAME** field, type a name for your work and click **Save**.

NOTE: If you are not signed in, your document is saved in location of the last file you opened. If you are signed in, your document is saved in Student Central. If you want to change the default location click **Browse** (the ellipses button), select a different location and click **OK**.

File, Save As

Save your work with a new name. If you saved your work before with another name, you will keep both copies of your work.

1. In the **File** menu, select **Save As**. The **Save As** window opens.

2. In the **NAME** field, type your new name for your work and click **Save**.

NOTE: If you are not signed in, your document is saved in location of the last file you opened. If you are signed in, your document is saved in Student Central. If you want to change the default location click **Browse** (the ellipses button), select a different location and click **OK**.

File, Print Preview

Look at the entire outline (and notes, if any) on screen before you send it to the printer. The way the outline appears in **Print Preview** is the way it will appear on paper.

1. In the **File** menu, select **Print Preview**. The first page of your printout appears.
2. When you have finished looking at the print preview, click **Cancel** in the **Print Preview** window to close the window.

NOTE: If your document is on more than one page, you can look at all of the pages before sending the document to the printer or closing the window. To see the next page, click **Next**. To see the previous page, click **Previous page**.

File, Print One

- On the toolbar, click **Print One**
OR
In the **File** menu, select **Print One**. Your outline and notes print.

File, Print

1. In the **File** menu, select **Print**. The **Print Options** window opens.
2. Place a check in the check boxes to select the items you want to print.
3. Click **Print**. Your selected items are sent to the printer.

NOTE: If you chose to print **Text** and your book is more than 30 pages, you will see a message saying you are about to print a large book that exceeds 30 pages. If you want to continue, click **Print**. In the Print window, you can select the number of pages to print in the **Pages** field (e.g., to print up to page 10, type **1-10** in the field). If you change your mind and do not want to print your text, click **Cancel**.

File, Recent Files

Show the last five documents you opened in a menu. If you have opened fewer than five documents, only that number of documents displays.

- To open a recently opened document, in the **File** menu, select **Recent File** and then the file name. The file opens.

File, Quit/Exit

Close any open documents and then exit the program.

1. In the **File** menu, select **Quit/Exit**.

NOTE: If you have saved your work immediately before selecting **File, Quit/Exit**, your work is saved with the same file name.

2. If you are working on a document you have opened before and made changes, the **Save Changes** window opens. Click **Yes** to save your work.
3. If you are working on a new document and have not yet named your work, the **Save As** window opens asking you to enter a file name for your work.
4. In the **NAME**, type a name for your work and click **Save**.

NOTE: If you are not signed in, your document is saved in location of the last file you opened. If you are signed in, your document is saved in Student Central. If you want to change the default location click **Browse** (the ellipses button), select a different location and click **OK**.

Edit Menu

Edit, Undo

Cancel your last action.

Edit, Redo

Re-do the last action that you undid.

Edit, Cut

1. Select the text to be cut.
2. In the **Edit** menu, select **Cut**. The selected item is removed from your work, but available to paste in another location.

Edit, Copy

1. Select the text to be copied.
2. In the **Edit** menu, select **Copy**. The selected item is copied from your work, leaving the original text untouched. Your copied item is available to **Paste** in another location.

Edit, Paste

Place cut or copied selection in your work at the cursor.

1. Cut or copy text from your work.

2. Place your cursor in the location where you want to paste it.
3. In the **Edit** menu, select **Paste**.

Edit, Clear

Remove selected text from your work.

1. Select the text to clear from your work.
2. In the **Edit** menu, select **Clear**.

Edit, Find

1. In the **Edit** menu, select **Find**.
2. In the **Find what** field, type the word or phrase you want to find and click **Find Next**.
3. To find the next occurrence of the word, click **Find Next** again.
4. To hear what you typed, click the **Speak** button next to the **Find what** field.
5. When you are finished, click **Cancel**.

Edit, Remove eText Tab

1. Click the tab of the document you want to remove.
2. In the **Edit** menu, select **Remove eText Tab**.
3. Click **OK** to remove the eText tab content from your document.

View Menu

View, Show/Hide Locked Text

See comments and directions your teacher has placed in your outline, or hide them when you just want to look at what you have written. You can tell if text is locked because it is yellow.

View, Show/Hide Toolbar

Show or hide the toolbar at the top of your screen, just below the menus.

View, Simple/Advanced Toolbar

Switch between the Simple toolbar and the Advanced toolbar. The Simple toolbar contains fewer icons for the most commonly used functions. The Advanced toolbar contains icons for more functions.

View, Small/Large Toolbar

Switch between displaying the icons on the toolbar as small or large.

NOTE: If you are using the Advanced toolbar, you will not see all the icons on the screen if you choose to view your toolbar as Large. The icons that do not appear will display below the toolbar when you click the right arrow at the right end of the toolbar. Or, you can select **Small/Large Toolbar** in the **View** menu to display all icons on one row.

View, Map View

Show the **Map View**. The map is a different way to look at your outline. It helps you to see how you have organized the information in your work.

- In the **View** menu, select **Map View**
OR
On the Advanced toolbar, click **Map View**.

NOTE: To display the Advanced toolbar, select **Simple/Advanced Toolbar** in the **View** menu. Then, select **Small/Large Toolbar** in the **View** menu to see all the icons on the toolbar.

View, Slide Bar

Display different widths for the eText and outline panels.

View, Next Tab

Show the contents of the tab to the right of the current tab below the menu. When you reach the last tab, selecting **Next Tab** returns to the beginning.

Insert Menu

Insert, New Note

1. In the outline panel on the right, click the subtopic you want your note attached to.
2. On the toolbar, click **New Note**
OR
In the **Insert** menu, select **New Note**. The **Notes** window opens.
3. Type your note.
4. Click **OK**. Your new note appears below the subtopic you selected.

Insert, New Subtopic

Refine your outline by creating your very own subtopics.

1. Highlight the subtopic below which you want your new subtopic to appear.

2. In the **Insert** menu, select **New Subtopic**.
3. In the new blank subtopic, type your text.

Insert, Add eText

1. In the **Insert** menu, select **Add eText**.
2. In the Add eText Book window, select the book you want to include. The book file name ends in .opf.
3. Click **Open**.

Outline Menu

Outline, Highlight Eraser

Delete the topic that is selected in the eText tab.

1. In the eText tab, select a highlighted topic. The topic is highlighted in the outline to the right.
2. On the toolbar, click **Highlight Eraser**
OR
In the **Outline** menu, select **Highlight Eraser**. A message appears asking if you are sure you want to delete the selected topic.
3. Click **Yes**. The topic is removed from the outline and the highlight is removed from the eText tab.

Outline, Green Highlighter

Create a green Level 1 subtopic for your outline.

1. In your outline, click the subtopic below which you want to place the new green Level 1 topic.
2. In your eText document, highlight the text you want to use to create a green Level 1 subtopic.
3. On the toolbar, click **Green Highlighter**
OR
In the **Outline** menu, select **Green Highlighter**.

The highlighted text automatically creates a green Level 1 subtopic in your outline.

Outline, Yellow Highlighter

Create a yellow Level 2 subtopic for your outline. The **Yellow Highlighter** is available only if you are adding detail to a green Level 1 subtopic.

1. In your outline, click a green Level 1 subtopic to select it.
2. In your eText document, highlight the text you want to use to create a yellow Level 2 subtopic for the green Level 1 subtopic you selected.
3. On the toolbar, click **Yellow Highlighter**
OR
In the **Outline** menu, select **Yellow Highlighter**.

The highlighted text automatically creates a yellow Level 2 subtopic in your outline.

NOTE: The **Yellow Highlighter** is gray and is not available until a green Level 1 topic has been created.

Outline, Red Highlighter

Create a red Level 3 subtopic for your outline. The **Red Highlighter** is only available if you are adding detail to a yellow Level 2 subtopic.

1. In your outline, click a yellow Level 2 subtopic to select it.
2. In your eText document, highlight the text you want to use to create a red Level 3 subtopic for the yellow Level 2 subtopic you selected.
3. On the toolbar, click **Red Highlighter**
OR
In the **Outline** menu, select **Red Highlighter**.

The highlighted text automatically creates a red Level 3 subtopic in your outline.

NOTE: The **Red Highlighter** is gray and not available until a yellow Level 2 subtopic has been created.

Outline, ReHighlight

Change the text in a subtopic by replacing it with new text from one of your eText documents.

1. In your outline, click to select the subtopic you want to change.
2. In your eText document, highlight the new text you want to place in the selected subtopic.
3. On the toolbar, click **ReHighlight**
OR
In the **Outline** menu, select **ReHighlight**.

The text that you had in the subtopic is replaced with the new text that you highlighted.

Outline, Outdent

Move a subtopic one level to the left, or up a level. For example, when you outdent a yellow Level 2 subtopic, it becomes a green Level 1 subtopic.

1. In your outline, click a subtopic to select it.
2. On the toolbar, click **Outdent**
OR
In the **Outline** menu, select **Outdent**. Your subtopic is moved one level to the left.

NOTE: When you outdent a subtopic, any subtopics to the topic level you outdent stay with the subtopic you outdented and are also outdented one level.

Outline, Indent

Move a topic one level to the right, or down a level. The indented topic becomes a subtopic of the subtopic above it. For example, when you indent a green Level 1 topic, it becomes a yellow Level 2 subtopic.

1. In your outline, click a subtopic to select it.
2. On the toolbar, click **Indent**
OR
In the **Outline** menu, select **Indent**. Your subtopic is moved one level to the right.

NOTE: A subtopic can be indented only if there is a higher-level subtopic above it.

Outline, Move Up

Move a selected item up by one line.

1. In your outline, click a subtopic to select it.
2. In the **Outline** menu, select **Move Up**.

Outline, Move Down

Move a selected item down by one line.

1. In your outline, click a subtopic to select it.
2. In the **Outline** menu, select **Move Down**.

Outline, Add Outline

Add subtopics from another Outline Template to the bottom of an outline.

1. Click to place your cursor anywhere in the outline view.
2. In the **Outline** menu, select **Add Outline**.
3. Click to select an Outline Template and click **OK**.

Text Menu

Text, Font

The font changes only for your outline and notes; your book does not change.

1. Place your cursor anywhere in the text.
2. In the **Text** menu, select **Font**.
3. In the Font window, click to select a font from the list on the left side of the window. Click to choose a font size in the panel on the right side of the window. In the **Sample** box at the bottom of the dialog, you see how your new font looks.
4. Click **OK**.

Text, Set Colors

1. In the **Text** menu, select **Set Colors**.
2. If you want to change the color of the background, select **Background Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the text, select **Text Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the highlighted text, select **Selection Color** on the left side and then click a color in the **Selected Color** list.

NOTE: If you don't see the color you want to use, click **More Colors** to see other additional colors from which you can choose.

3. Click **OK**.

Speech Menu

The **Speech** menu lets you decide when you want your computer to speak, what should be spoken and what to repeat. You also have the ability to phonetically correct pronunciation of selected words.

Speech, Turn Speech On/Off

Turn all speech options off or on.

Speech, Speak Toolbar and Dialog Boxes

Speak the toolbar button name when the mouse pointer is placed over the button.

Speech, Speak

Speak highlighted text.

1. Highlight the text you want to speak.
2. On the toolbar, click **Speak**
OR
In the **Speech** menu, select **Speak**. Your highlighted text is spoken aloud.

Speech, Voice Settings

Change and test voice, rate (speed), pitch and speech volume.

1. In the **Speech** menu, select **Voice Settings**.
2. Select the voice settings you want. Each time you change a voice, you hear a sample of your chosen voice with your settings.
3. Click **OK** to return to your work with your changes.

Voice Settings dialog has a -10 to +10 ratio.

Some voices are capable of going from negative -10 to plus +10.

Examples:

Albert can be set to -10 thru +10 and settings will hold.

Alex can be set to -9 thru +10 and settings will hold.

Ralph can be set to -4 thru +9 and settings will hold.

Victoria can be set to -10 to +9 and settings will hold.

Speech, Pronunciations

Add or correct pronunciation of words and abbreviations.

1. In the **Speech** menu, select **Pronunciations**.
2. Add, edit or delete word(s) in the Pronunciation Dictionary. For the procedures, see the following topics.

Add a New Word to the Pronunciation Dictionary

Add a word or abbreviation to the Pronunciation Dictionary to have it pronounced correctly.

Learners and teachers can use the Pronunciation Dictionary found in the **Speech** menu. Only teachers can use the same Pronunciation Dictionary found in the **Tools** menu in Teacher Central.

1. In the **Speech** menu, select **Pronunciations**.
OR
In the Teacher Central **Tools** menu, select **Pronunciation**.
2. Click the **Special Words** tab to add a word
OR
Click the **Abbreviations** tab to add an abbreviation.
3. Click **Add**. The **New Entry** window opens.
4. In the **Key** field, type the word or abbreviation you want spoken (pronounced) correctly.
5. In the **Translation** field, type the word phonetically—spell it the way it sounds. For example, if the key word is Triceratops, spell it phonetically—tri sara tops. This will be how the word is pronounced when spoken.
6. Click **Speak** next to the **Translation** field to hear how your **Translation** spelling sounds.

NOTE: If the word is not pronounced correctly, try different spellings until the word is pronounced the way you want it to be spoken.
9. Click **OK** to return to the **Pronunciation** window.
10. Click **OK** to return to the program with your changes.

Edit the Pronunciation of a Word in the Pronunciation Dictionary

1. In the **Speech** menu, select **Pronunciations**.
OR
In the Teacher Central **Tools** menu, select **Pronunciation**.
2. Click the **Special Words** tab to find the word to change
OR
Click the **Abbreviations** tab to find the abbreviation to change.
3. Select the word or abbreviation for which you want to change the pronunciation.
4. Click **Edit**. The **Edit Entry** window opens.
5. In the **Translation** field, change the phonetic spelling of the word—spell it the way it sounds.
6. Click the second **Speak** to hear how your **Translation** spelling sounds.
7. Try different spellings until the word is pronounced correctly.
8. Click **OK** to return to the Pronunciations dialog.
9. Click **OK** to return to the program with your changes.

Delete a Word from the Pronunciation Dictionary

1. In the **Speech** menu, select **Pronunciations**.
OR
In the Teacher Central **Tools** menu, select **Pronunciation**.
2. Click the **Special Words** tab to find the word to delete
OR
Click the **Abbreviations** tab to find the abbreviation to delete.
3. Select the word or abbreviation you want to remove.
4. Click **Delete**.
5. Click **OK** to return to the program with your changes.

Speech, Auditory Cues

Auditory Cues consist of parts of a book that are not part of the content. The following are the Auditory Cues that are spoken: You can choose not to have them spoken:

- Title
- Author
- Page Number
- Image (when you click a picture, text is spoken)
- Table
- Quote
- Code Sample

To turn off an option:

- In the **Auditory Cues** drop-down menu, click the option you do not want to have spoken. The checkmark is removed to show that it is not selected.

Tools Menu

Tools, Dictionary

While you are reading a book aloud, you may hear an unfamiliar word. You can look up the definition in the Google.com Dictionary™ before continuing to read so you have a clearer understanding of the passage. You can do this all without leaving the program.

1. Click the word you want to look up.
2. On the Advanced Toolbar, click **Dictionary**
OR
In the **Tools** menu, select **Vocabulary**. The Web tab next to the tab for your book opens the Google.com Dictionary.

NOTE: To display the Advanced toolbar, select **Simple/Advanced Toolbar** in the **View** menu. Then, select **Small/Large Toolbar** in the **View** menu to see all the icons on the

toolbar.

3. Read the definition aloud by selecting the text and clicking **Speak** on the toolbar.
4. Return to your book by clicking the book's tab below the toolbar.

Tools, Bibliographer

Create a bibliography of the references (sources) you used in your work. Then, link your notes to their references.

1. On the Advanced toolbar, click **Bibliographer**
OR
In the **Tools** menu, select **Bibliographer**.

NOTE: To display the Advanced toolbar, select **Simple/Advanced Toolbar** in the **View** menu. Then, select **Small/Large Toolbar** in the **View** menu to see all the icons on the toolbar.

2. In the **Bibliographer** window, create your bibliography and link notes to their references.
3. Click **OK** to save your changes and return to your work.

Window Menu

The **Window** menu lets you switch between open documents. All currently open documents are listed in the menu. To switch to a particular document, select it from the **Window** menu.

Help Menu

Help

The **Help** menu explains the features available in Read:OutLoud Bookshare Edition.

Help, About

Display information on where to get support and lists copyright information.

Speech Abbreviations

When Read:OutLoud Bookshare Edition speaks, it recognizes common abbreviations and speaks them correctly. For example, when you type the word "Mr." the computer speaks the word "mister." Following is a list of the abbreviations that Read:OutLoud Bookshare Edition recognizes.

Abbreviation	Spoken as ...
a.c.	air conditioning
A.D.	AD
a.k.a.	also known as
a.m.	AM

Abbreviation	Spoken as ...
A.M.	AM
A.P.	AP
A.R.	AR
AC	alternating current
AL	Alabama
Ala.	Alabama
Alas.	Alaska
Alta.	Alberta
anon.	anonymous
Apr.	April
apt.	apartment
AR	Arkansas
Ariz.	Arizona
Ark.	Arkansas
ASAP	as soon as possible
assn.	association
assoc.	association
asst.	assistant
atm.	atmosphere
attn.	attention
ave.	avenue
Ave.	avenue
AZ	Arizona

Abbreviation	Spoken as ...
B.	B
b.	B
B.A.	BA
B.C.	BC
B.S.	BS
BC	British Columbia
Bldg.	Building
Bldv.	boulevard
bp	boiling point
BP	blood pressure
bro.	brother
bros.	brothers
BSA	Boy Scouts of America
bsh.	bushel

Abbreviation	Spoken as ...
c.	C
C.	C
C.D.T.	Central Daylight Time
C.E.O	CEO
C.I.A.	Central Intelligence Agency
C.J.	chief justice
C.P.A.	CPA
C.P.U.	CPU
C.S.T.	Central Standard Time
CA	California
cal	calorie
Cal.	California
Calif.	California
Can.	Canada
capt.	captain
cc.	chapters
CDT	Central Daylight Time
cg	centigram
cm	centimeters
CO	Colorado
Co.	Company
Colo.	Colorado
Conn.	Connecticut
contd.	continued
Corp.	corporation
cos	cosine
cosec	cosecant
Cr.	credit
csc	cosecant
CST	Central Standard Time
CT	Connecticut
ctn.	carton
cu	cubic
cu.	cubic

Abbreviation	Spoken as ...
D.	D
d.	D
D.C.	DC
D.J.	DJ
DC	District of Columbia

Abbreviation	Spoken as ...
DE	Delaware
Dec.	December
deg.	degree
Del.	Delaware
Dept.	Department
dia.	diameter
diam.	diameter
Dir.	director
Dist.	district
DJ	DJ
doz.	dozen
Dr.	doctor
dz.	dozen

Abbreviation	Spoken as ...
E	East
E.	E
e.	E
E.D.T.	Eastern Daylight Time
E.S.T.	Eastern Standard Time
ea.	each
EDT	Eastern Daylight Time
ENE	east-northeast
ER	emergency room
ESE	east-southeast
esp.	especially
EST	Eastern Standard Time
est.	established
etc.	et cetera

Abbreviation	Spoken as ...
F	Fahrenheit
F.	F
f.	F
Feb.	February
fl	fluid
FL	Florida
Flor.	Florida
Fr.	French
Fri.	Friday

Abbreviation	Spoken as ...
ft.	feet
fth.	fathom
fur.	furlong
FYI	for your information

Abbreviation	Spoken as ...
g	gram
G.	G
g.	G
G.B.	Great-Britain
GA	Georgia
Ga.	Georgia
gal.	gallon
gm	gram
gtd.	guaranteed

Abbreviation	Spoken as ...
H.	H
h.	h
H.S.	high school
hf	high frequency
hgt.	height
HI	Hawaii
Hon.	honorable
hp	horsepower
Hq.	Headquarters
hr	hour
hr.	hour
hrs	hours
hrs.	hours
HS	high school
ht	height
Hts.	Heights
Hwy.	highway
hwy.	highway
Hz	Hertz

Abbreviation	Spoken as ...
l.	l

Abbreviation	Spoken as ...
i.	I
i.e.	IE
IA	Iowa
Ia.	Iowa
ID	Idaho
Id.	Idaho
ie	IE
IL	Illinois
Ill.	Illinois
IN	Indiana
in.	inch
Inc.	incorporated
Ind.	Indiana
intl.	international
IRS	Internal Revenue Service
is.	island
Is.	island
isth.	isthmus

Abbreviation	Spoken as ...
J.	J
j.	J
Jan.	January
Jr.	junior
jr.	junior
Jul.	July
Jun.	June
JV	junior varisty

Abbreviation	Spoken as ...
k	karat
K	karat
K.	K
k.	K
Kans.	Kansas
Ken.	Kentucky
kg	kilogram
kg.	kilogram
km	kilometer
km.	kilometer

Abbreviation	Spoken as ...
KS	Kansas
kW	kilowatt
kWh	kilowatt-hour
KY	Kentucky
Ky.	Kentucky

Abbreviation	Spoken as ...
l	liter
L	liter
L.	L
l.	L
LA	Los Angeles
La.	Louisiana
lat.	latitude
lb.	pound
lm	lumen
Ln.	lane
long.	longitude
lt.	lieutenant
Ltd	Limited
Ltd.	Limited

Abbreviation	Spoken as ...
m	meter
M.	M
m.	M
M.A.	MA
M.B.A	MBA
M.D.	MD
M.Ed.	Master of Education
M.F.A.	Master of Fine Arts
M.L.S.	Master of Library Science
m.p.g.	miles per gallon
m.p.h.	miles per hour
M.S.	MS
M.S.T.	Mountain Standard Time
M.T.	Mountain Time
MA	Massachusetts
Maj.	major
Man.	Manitoba

Abbreviation	Spoken as ...
Mar.	March
Mass.	Massachusetts
max.	maximum
MB	Manitoba
MD	Maryland
Md.	Maryland
Mdm.	Madam
mdse.	merchandise
ME	Maine
Me.	Maine
mfd.	manufactured
mg	milligram
MI	Michigan
MIA	missing in action
Mich.	Michigan
min	minute
min.	minute
Minn.	Minnesota
misc.	miscellaneous
Miss.	Mississippi
ml	milliliter
Mlle.	Mademoiselle
mm	millimeter
mm.	millimeter
MM.	Messieurs
Mme.	Madame
Mmes.	Mesdames
MN	Minnesota
MO	Missouri
Mo.	Missouri
mo.	month
Mon.	Monday
Mont.	Montana
mos.	months
mpg	miles per gallon
mph	miles per hour
Mr.	mister
Mrs.	missus
ms	millisecond
MS	Mississippi
Ms.	mizz
msec	millisecond

Abbreviation	Spoken as ...
Msgr.	Monsignor
MST	Mountain Standard Time
MT	Montana
MVP	most valuable player
MW	megawatt

Abbreviation	Spoken as ...
N	north
N.	N
n.	N
N.C.	North Carolina
N.D.	North Dakota
N. Dak.	North Dakota
N.H.	New Hampshire
N.J.	New Jersey
N.M.	New Mexico
N. Mex.	New Mexico
N.S.	Nova Scotia
N.W.T.	Northwest Territories
n. wt.	net weight
N.Y.	New York
natl.	national
NB	New Brunswick
NC	North Carolina
ND	North Dakota
NE	Nebraska
Nebr.	Nebraska
Nev.	Nevada
Newf.	Newfoundland
NF	Newfoundland
Nfld.	Newfoundland
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NNE	north-northeast
NNW	north-northwest
no.	number
No.	number
nos.	numbers
Nos.	numbers
NS	Nova Scotia

Abbreviation	Spoken as ...
ns	nanosecond
nsec	nanosecond
nt. wt.	net weight
NV	Nevada
NW	northwest
NY	New York
NYC	New York City
NYSE	New York Stock Exchange

Abbreviation	Spoken as ...
O.	O
o.	O
O.K.	OK
O.R.	operating room
Oct.	October
OD	overdose
OH	Ohio
OK	Oklahoma
Okla.	Oklahoma
ON	Ontario
Ont.	Ontario
OR	Oregon
Or.	Oregon
Ore.	Oregon
oz	ounce
oz.	ounce

Abbreviation	Spoken as ...
P.D.T.	Pacific Daylight Time
P.E.	physical education
P.E.I.	Prince Edward Island
p.m.	PM
P.M.	PM
P.O.	post office
P.O.W.	prisoner of war
P.R.	Puerto Rico
P.S.T.	Pacific Standard Time
P.T.	Pacific Time
P.T.A.	PTA
PA	Pennsylvania

Abbreviation	Spoken as ...
Pa.	Pennsylvania
pat.	patent
PC	personal computer
pct.	percent
PDT	Pacific Daylight Time
PE	Prince Edward Island
Penn.	Pennsylvania
Penna.	Pennsylvania
pdf.	preferred
Ph.D.	PHD
pkg.	parking
pkwy.	parkway
Pkwy.	parkway
Pl.	place
PO	post office
pop.	population
POW	prisoner of war
ppd.	postpaid
PR	Puerto Rico
Pres.	president
Prof.	professor
PST	Pacific Standard Time
PT	Pacific Time
pty.	proprietary
PWA	Public Works Administration

Abbreviation	Spoken as ...
Q.	Q
q.	Q
qt	quart
qt.	quart
QU	Quebec
Que.	Quebec

Abbreviation	Spoken as ...
r	radius
R&B	rhythm and blues
R.	R
r.	R
R.I.	Rhode Island

Abbreviation	Spoken as ...
R.I.P.	rest in peace
R.R.	railroad
rd	rod
Rd.	road
RDA	recommended daily allowance
rep.	representative
Rep.	representative
reqd.	required
rev.	revision
RI	Rhode Island
RN	registered nurse
ROI	return on investment
RR	railroad
Rt.	route
Rte.	route
RV	recreational vehicle
rwy.	railway
ry.	railway

Abbreviation	Spoken as ...
S	south
S.	S
s.	S
S.C.	South Carolina
S. Dak.	South Dakota
S.E.	southeast
S.W.	southwest
Sask.	Saskatchewan
Sat.	Saturday
SC	South Carolina
SD	South Dakota
SE	southeast
Sen.	Senator
Sep.	September
Sept.	September
SK	Saskatchewan
SLC	Salt Lake City
so.	southern
So.	southern
Soc.	society
Sq.	square

Abbreviation	Spoken as ...
Sr.	senior
sr.	senior
SSE	south-southeast
SSW	south-southwest
ST	Standard Time
St.	street
Sun.	Sunday
Supt.	superintendent
SW	southwest

Abbreviation	Spoken as ...
T.	T
t.	T
tan	tangent
tbs.	tablespoon
tbsp.	tablespoon
Tenn.	Tennessee
Terr.	Terrace
Tex.	Texas
Thu.	Thursday
Thurs.	Thursday
TLC	tender loving care
TM	trademark
TN	Tennessee
tn.	ton
tnpk.	turnpike
tpk.	turnpike
Treas.	Treasurer
tsp.	teaspoon
Tue.	Tuesday
Tues.	Tuesday
TVA	Tennessee Valley Authority
TX	Texas

Abbreviation	Spoken as ...
u.	U
U.	U
U.K.	United Kingdom
U.N.	United Nations
U.S.	United States

Abbreviation	Spoken as ...
U.S.A.	United States of America
ult.	ultimate
UN	United Nations
Univ.	University
USA	United States of America
UT	Utah
Ut.	Utah
UV	ultraviolet

Abbreviation	Spoken as ...
V	volt
V.	V
v.	V
V.I.	Virgin Islands
V.P.	vice-president
VA	Virginia
Va.	Virginia
VI	Virgin Islands
VP	vice-president
vs.	versus
VT	Vermont
Vt.	Vermont

Abbreviation	Spoken as ...
W.	W
w.	W
w.p.m.	words per minute
W. Va.	West Virginia
W.W.I.	World War One
W.W.II.	World War Two
w/o	without
WA	Washington
Wash.	Washington
Wed.	Wednesday
WH	watt-hour
whsle.	wholesale
WI	Wisconsin
Wis.	Wisconsin
wk.	week
WNW	west-northwest

Abbreviation	Spoken as ...
wpm	words per minute
WSW	west-southwest
wt.	weight
WV	West Virginia
WW I	World War One
WW II	World War Two
WY	Wyoming
Wyo.	Wyoming

Abbreviation	Spoken as ...
X.	X
x.	X

Abbreviation	Spoken as ...
Y.	Y
y.	Y
Y.T.	Yukon Territory
yd	yard
yr.	year
YT	Yukon Territory

Abbreviation	Spoken as ...
Z.	Z
z.	Z